

BY-LAWS

Ashlar Lodge, No. 28

A.F. & A.M. C.R.A.



CALGARY

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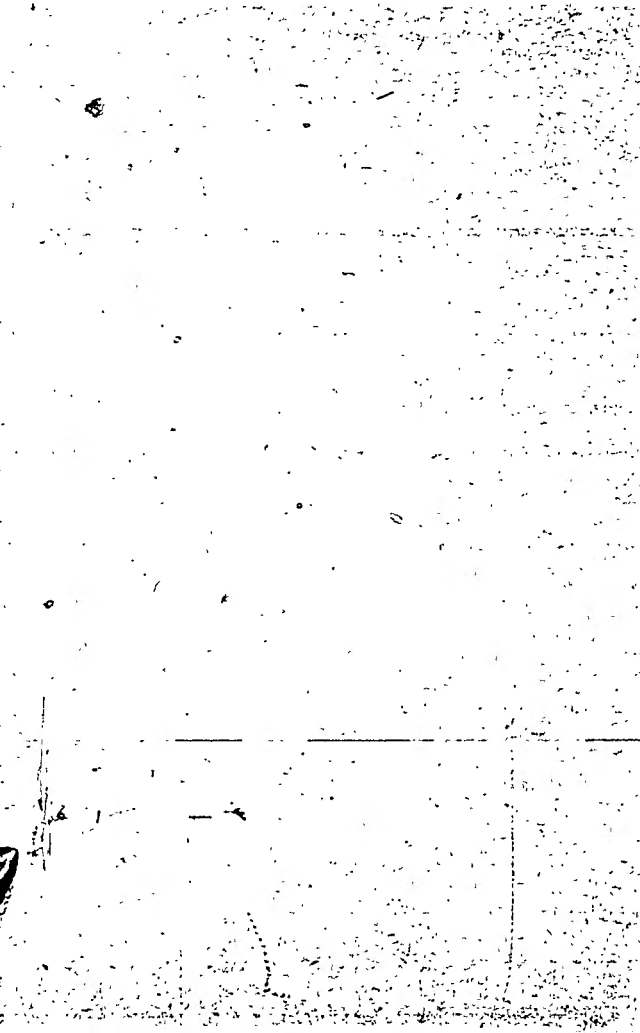
Ashlar Lodge, No. 28

A. F. & A. M., G. R. A.



CALGARY.

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Ashlar Lodge, No. 28, G. R. A.

BY-LAWS

NAME

1. This Lodge shall be known as Ashlar Lodge, No. 28, G.R.A.

DUTY TO GRAND LODGE

2. This Lodge fully acknowledges the supremacy of the Grand Lodge of Ancient Free and Accepted Masons of Alberta, and will at all times pay respect and obedience to its laws, rules, orders and regulations.

MEETINGS

3. (1) The regular meetings of this Lodge shall be held on the second Thursday of each month, at 8 p.m., in Masonic Hall, Victoria Block, Calgary.

(2) Emergency meetings of this Lodge may be called as provided by article 189, page 73 of the book of Constitutions.

OFFICERS

4. (1) The officers of the Lodge shall be the W. M. (Worshipful Master), Senior and Junior Wardens, Chaplain, Treasurer, Secretary, Registrar, Senior and Junior Deacons, Director of

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Ceremonies, two Stewards, Organist, Inner Guard and Tyler.

(2) Annually at the regular meeting in the month of December, the Worshipful Master, Senior and Junior Wardens, Chaplain, Treasurer and Secretary, shall be elected by written ballot, and two Auditors, a General Purpose Committee of six members, two Trustees and the Tyler by an open vote of the Lodge.

(3) Annually on the Festival of St. John the Evangelist (or if that day falls on Sunday, then on the following day), the following officers shall be appointed by the Worshipful Master, and with the elected officers installed and invested, namely: The Registrar, Senior and Junior Deacons, Director of Ceremonies, two Stewards, Organist and Inner Guard.

DUTIES OF OFFICERS

Worshipful Master

5. That beyond the ancient charges, regulations and duties laid down by the book of Constitution, the Worshipful Master shall be responsible for the safe keeping of the Warrant, Lodge Records, Books and Papers, and, with the Trustees, hold all the furniture, jewels and other property of the Lodge in trust for its members. He shall sign all orders on the Treasurer and be ex-officio a member of all committees.

No Brother below the rank of a Past Master, shall assume the Master's Chair, but in the absence of the Worshipful Master and Past Masters of the Lodge the Senior Warden (and in his absence also the Junior Warden) shall succeed to and be charged with all the powers and duties of the Master, except conferring degrees.

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Senior Warden

6. Beyond the other duties appertaining to his office, the Senior Warden shall, in conjunction with the Trustees, make and keep an inventory of the jewels, paraphernalia and furniture of the Lodge and especially see to their safe keeping.

Junior Warden

7. The Junior Warden, with the assistance of the Stewards, shall, under the authority of the Lodge, make the necessary arrangements for refreshments, and he shall be ex-officio, chief of the Stewards.

The Chaplain

8. As the duties of the Chaplain speak for themselves, it is desirable that he be a brother in holy orders, whose punctual and regular attendance can be regularly depended upon.

The Treasurer

9. The Treasurer shall receive from the Secretary all moneys from the Lodge, giving his receipt therefor, and shall pay all orders signed by the Worshipful Master and countersigned by the Secretary. He shall keep books in which his receipts and disbursements shall be regularly entered so as to exhibit the balance in his hands at any time. When the balance to the credit of the Lodge exceeds the sum of three hundred dollars, the Treasurer shall be required to give a Bond as security for the faithful discharge of his duties, the fee for said bond to be paid for by the Lodge. He shall within one week after meeting of the Lodge, deposit in one of the chartered banks, to the account of Ashlar Lodge, all receipts of said meeting, such deposit of to be on call, to be

drawn only by cheque, signed by the Worshipful Master and Treasurer. He shall annually within one week after the regular meeting in December, submit his accounts and vouchers to the auditors, for examination, and transfer to his successor all moneys and other property of the Lodge in his possession.

Secretary

10. The Secretary shall keep a faithful record of the proceedings of the Lodge, preserve in order all papers and documents belonging thereto, keep a correct register of the members and their respective accounts with the Lodge, and an account showing the fees and dues received for and payable to the Grand Lodge, sign all authorized certificates, and affix the Lodge seal thereto. He shall notify all members of the meetings, countersign all orders and cheques of the Worshipful Master, prepare and deliver to him all returns required by the Grand Lodge, notify the members of every committee of their appointment and the nature of their duties, receive all money paid by members to the Lodge, and pay the same to the Treasurer within one week of the receipt thereof, and perform such other duties pertaining to his office as the Worshipful Master may require. He shall receive the sum of \$30 per annum for his services, until the membership of the Lodge shall exceed one hundred, when the fee shall be \$50 per annum.

The Deacons

11. The Deacons shall attend the Worshipful Masters and Wardens in opening the Lodge, and take such part in the ceremonies as the Worshipful Master may direct.

Director of Ceremonies

12. The Director of Ceremonies shall see that the Lodge room is properly prepared, that all brethren appear in clothing prescribed in the book of Constitution and to the best of his ability, see that every brother, when in the Lodge or at refreshment, is stationed according to his rank. He shall act as Marshall on all public occasions.

The Stewards

13. The Stewards under the direction of the Senior Warden, shall attend to the safe keeping of the jewels, paraphernalia and furniture of the Lodge, and to the preparation of the candidates, and under the direction of the Junior Warden, assist in the arrangement of the refreshments. They shall assist at the introduction of distinguished visitors, under the direction of the Worshipful Master.

The Organist

14. The Organist shall conduct and preside over the musical part of the ceremonies, and perform such other duties as the Worshipful Master may direct.

The Inner Guard

15. The Inner Guard shall attend all meetings punctually at the hour named in the summons, and, under the direction of the Worshipful Master or Junior Warden, guard the interior of the Lodge and give directions to the Tyler.

The Tyler

16. The Tyler shall attend punctually and diligently watch the exterior of the Lodge, see that all candidates are properly prepared, that

brethern register their names and are properly clothed, and under the direction of the Senior Warden, see that the jewels are properly and safely kept, and perform such other duties as the Lodge may require of him. He shall receive one dollar for each meeting for his services.

Visiting Committee

17. The Worshipful Master shall appoint a committee of three brethern to visit the sick or distressed members of this Lodge, and the Worshipful Master may on the recommendation of the said committee, grant such relief as may be deemed advisable.

Auditors

18. The Auditors shall annually audit the books and accounts of the Lodge and at the opening of the Lodge on the night of installation; present a report in writing of the receipts and expenditures, and assets and liabilities of the Lodge.

THE BALLOT

19. No person shall be made a Mason in, or admitted a member of this Lodge, if on the ballot two black balls appear against him.

FEEs AND DUES

20. (1) The fee for initiation and registration in the Grand Lodge shall be fifty dollars (\$50).

(2) The fee for affiliation shall be five dollars (\$5).

(3) The regular dues for each member shall be four dollars (\$4) per annum, payable half yearly in June and December of each year in advance.

NON-PAYMENT OF DUES

21. (1) In case the dues of a member remain unpaid for eleven months it shall be the duty of the Secretary of the Lodge, to read out the name of such member in default, after which, a special summons to appear at the next regular meeting of the Lodge to show cause why he should not be suspended, together with a statement of the amount of dues remaining unpaid, shall be sent to such member. Such summons shall be deemed duly served if mailed to the last known address of such member. In case such member shall not, before such next regular meeting have paid the amount of such dues, and no such excuse be offered as the Lodge may deem sufficient, the Master shall forthwith declare such brother suspended for non-payment of dues, and the Secretary shall notify the brother of such suspension.

(2) The Lodge shall have the power to remit the whole or any portion of such arrears, or may suspend the operation of this by-law for a limited period, on the undertaking of any brother to become responsible for the payment of the brother's dues accruing during such period.

INVESTMENT

22. (1) It shall be the duty of the Master and Treasurer to deposit in a chartered bank in their joint names, all sums received, whenever the same shall exceed the sum of \$100.00 (one hundred dollars) in trust for the Lodge, obtaining a deposit receipt for such deposit, bearing interest at current rates.

(2) The interest, dividends, or other income derived from all investments shall form part of the yearly revenue, and may be expended for ordinary Lodge purposes.

COMMUTATION OF DUES

23. (1) Any member in good standing for five years in this Lodge shall, on payment of the sum of \$30 (thirty dollars) and all arrears of dues to date of such payment be thenceforward exempt from payment of any further fees or dues, but shall continue during life a member of this Lodge, with full privileges subject only to Masonic censure and punishment for any offence other than non-payment of dues.

(2) Any such member of not less than ten years standing in this Lodge shall, on payment of \$25 (twenty-five dollars) and all arrears, be entitled to the same privileges of life membership as are named in Clause 1 of this By-Law, but subject to the same liabilities.

(3) Any such member of not less than fifteen years standing in this Lodge, shall on payment of \$20 (twenty dollars) and all arrears, be entitled to the same privileges of life membership as are named in Clause 1 of this By-Law, but subject to the same liabilities.

(4) Any such member of not less than twenty years standing in this Lodge, shall on payment of \$15 (fifteen dollars) and all arrears, be entitled to the same privileges of life membership as are named in Clause 1 of this By-Law, but subject to the same liabilities.

(5) Any such member of not less than twenty-five years standing in this Lodge, shall on payment of \$10 (ten dollars) and all arrears, be entitled to the same privileges of life membership as are named in Clause 1 of this By-Law, but subject to the same liabilities.

(6) Any such member of not less than thirty years standing in this Lodge, shall, on payment of \$5 (five dollars) and all arrears, be entitled to the same privileges of life member-

ship as are named in Clause I of this By-Law, but subject to the same liabilities.

(7) This Lodge shall not refund all or any part of any payment for life membership under any circumstances whatever.

(8) Any brother complying with the regulations governing life membership, as herein provided, shall be furnished with a certificate of standing by the Lodge, under its seal, and signed by the Worshipful Master and Secretary.

ALTERATIONS OF BY-LAWS

24. No alterations shall be made in these By-Laws unless by a notice of motion, given at a regular meeting, when the proposed alteration shall be duly entered in the minutes and inserted in the Summons for the next regular meeting, when it shall come on for discussion, and on a resolution, regularly moved and seconded, being passed in favor thereof by two-thirds of the members present, it shall, as soon as it receives the sanction of the Grand Master, become law.

A brother violating any of the provisions of these By-Laws, when otherwise not provided for, shall be liable, after due trial, by a vote of the Lodge, to such punishment as is provided in the Book of Constitution.

Should any contingency arise, not provided for in these By-Laws, the Lodge will be guided in its actions by Ancient Masonic usage and the Constitution of the Grand Lodge of Alberta.

SIGNING THE BY-LAWS

These By-Laws shall be written or inserted in a book, signed by the Worshipful Master and Secretary, and have the seal of the Lodge affixed. Every brother shall sign them as a

declaration of his submission to them, and one copy shall be delivered to each member free of expense.

Read and adopted in open Lodge, August 13th, 1908.

F. S. SELWOOD,

Secretary.

GEO. HILL,

W. M.

Submitted :

S. Y. TAYLOR

R. J. STUART

J. H. BIRCH

By-Laws Committee.

Approved :

G. H. HOGBIN,

Grand Master.

APPENDIX

ORDER OF BUSINESS

The arrangement of business is at the discretion of the Worshipful Master, but for convenience of reference the following tabular order is prepared and may be followed :

1. Reading and confirming of the minutes of last regular and subsequent emergency meetings.
2. Receiving reports.
3. Balloting for candidates.
4. Reading correspondence, petitions, and applications.
5. Passing accounts.
6. Reading names of brethren twelve months in arrears.
7. Enquiry—Are any of the members ill or in distressed circumstances?
8. General Business.
9. Initiating, Passing and Raising.
10. Elections and Installations.

RULES OF ORDER

1. No motion shall be open for discussion until moved and seconded and stated to the Lodge by the Master. The Master may require that any motion shall be submitted in writing.

2. All motions shall be decided by a majority of votes unless otherwise provided. In case of a tie, the Master to have a second or casting vote.

3. The votes of the members shall be given by each holding out his right hand, and shall be counted by the Master or Deacons unless the members should be so unequal as to render counting unnecessary.

4. No Brother shall speak twice on the same subject without permission of the Master, unless in explanation, or the mover in reply.

5. No visitor shall speak to any question without leave of the Master, nor shall he, on any occasion, be allowed to vote.

6. A Brother desiring to speak or submit a motion shall rise and remain standing, and respectively addressing the Master, shall confine his remarks to the question, and observe due order and decorum.

7. Whosoever shall be so unmasonic as to hiss at a brother, or at what he has said, or to interrupt him, except to call him to order, shall be publicly reprimanded by the Master.

8. A motion to "lie on the table," to "postpone," or to "commit," may at any time be made.

9. On a point of order being raised while a brother is speaking, or when called to order by the Master, he shall at once take his seat, when the point of order shall then be stated by the brother objecting; the Master shall decide thereupon without debate; when, after having been set right, the brother may proceed.

10. No amendment to a motion shall be in order after an amendment to an amendment, and no motion to amend shall be in order while two previous motions are under discussion, or undisposed of.

11. If the Master indicates a desire to speak while a brother is on the floor, that brother shall immediately sit down that the Master may be heard.

12. A motion that has been declared lost cannot be renewed at the same meeting of the Lodge.

13. All brethren shall observe the first call of the Master's gavel.

14. They shall promptly acquiesce in all his decisions from which no appeal is permissible during his term of office.

TYLER'S OATH

I,
do hereby and hereon, solemnly and sincerely
swear, that I have been regularly initiated,
passed and raised to the sublime degree of a
Master Mason, in a just and legally constituted
Lodge of such. That I do not now stand sus-
pended or expelled and know of no reason why I
should not hold Masonic communication with
my brethern.